

For: State and County Offices

Updating Subsidiary Files Before 2003 Subsidiary File Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Each year County Offices are reminded to review and correct all subsidiary files before rollover. As in the past, software will automatically perform rollover of subsidiary files.

Before issuing a payment, the payment process reads subsidiary files to determine:

- whether a producer is eligible for payment
- what the producer's payment limitation amount is in each county
- the members of a joint operation or entity
- the entity code
- whether individuals or entities are combined as 1 person for payment limitation purposes.

Once subsidiary rollover for 2003 occurs, County Offices will not be able to issue 2000 CDP, CRP, LDP, or MLA payments unless the subsidiary records are correct. Because County Offices will not have the capability to create, delete, or update 2000 subsidiary records after 2003 rollover occurs, it is very important that these records be updated **before** County Release No. 495 is installed.

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Disposal Date

December 1, 2002

Distribution

State Offices; State Offices relay to County Offices

Notice PL-109

1 Overview (Continued)

B

Purpose

This notice:

- requires County Offices to ensure that any required updates to subsidiary file records are immediately performed
 - provides guidelines for updating subsidiary files before 2003 subsidiary file rollover, which is included in County Release No. 495.
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2 Updating Subsidiary Files Before Rollover

A

Eligibility File

County Offices shall:

- verify existing data as much as possible

Note: Although County Offices may update 2001 and 2002 eligibility flags after rollover, it is important that existing data be verified as much as possible before rollover because the 2002 records will be rolled over to 2003.

- update 2000 producer eligibility files.

See 2-PL, Part 2 for instructions on updating eligibility records.

Reminder: After rollover, 2000 producer eligibility files will **not** be accessible.

B

Multicounty Producer File

County Offices shall validate that multicounty producer sets are correct.

The multicounty producer file:

- is important because it is 1 of the files used to create and delete payment limitation records
- contains the designated control file for producers who are active in 2 or more counties, but are not combined for payment limitation purposes with 1 or more producers.

See 2-PL, Part 3 for information on how:

- KC-ITSDO creates and deletes multicounty producer records
 - to change the control county for a multicounty producer.
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2 Updating Subsidiary Files Before Rollover (Continued)

C

Payment Limitation File

County Offices shall do the following:

- validate existing 2000 payment limitation records before rollover
- adjust amounts for multicounty producers, if necessary.

See 2-PL, Part 4 for payment limitation records.

Reminder: After rollover, County Offices will not have the capability to update 2000 payment limitation amounts and KC-ITSDO will not create new 2000 payment limitation records.

D

Combined Producer File

County Offices shall validate and correct combined producer sets.

The combined producer file is important because it is used to:

- determine which producers are combined for payment limitation purposes
- create and delete payment limitation records.

See 2-PL, Part 5 for instructions on creating, deleting, or updating combined producer records.

Reminder: After rollover, 2000 combined producer records cannot be created, deleted, or updated.

E

Entity File

County Offices shall validate that 2000 entities and permitted entity designations have been entered correctly.

See 2-PL, Part 6 for instructions on creating, deleting, or updating entity records.

Reminder: After rollover, 2000 entity records cannot be created, deleted, or updated.

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2 Updating Subsidiary Files Before Rollover (Continued)

F

Joint Operation File

County Offices shall validate that 2000 joint operations have been entered correctly.

See 2-PL, Part 7 for instructions on creating, deleting, or updating joint operation records.

Reminder: After rollover, 2000 joint operation records cannot be created, deleted, or updated.

G

Using CCC-738 and CCC-739

County Offices shall use CCC-738 or CCC-739 to communicate any of these changes to another County Office. CCC-738 and CCC-739 are **mandatory** forms used for both communicating and tracking. When a change is requested, CCC-738 and CCC-739 require the task to be completed within 3 workdays.

See 2-PL, paragraphs 105 and 106 for instructions on completing CCC-738 and CCC-739.

3 Problem Situations Occurring This Year

A

Entity Type Code

County Offices shall review and validate:

- the use of code "99"
- "bad" codes carried over from 1 year to another
- other entity type code problems.

This past year many County Offices experienced problems with the entity type code when issuing previous year payments to producers. County Offices are reminded:

- that rollover will lock them out of changing the entity type code for all years except the current year

Note: In 2002, many records were rolled over without checking the entity type code.

- to only use code "99" for general entity members with a temporary ID number.

Note: County Offices are inappropriately using code "99" to get an entity in the system. Payments are not issued to a producer with an entity code of "99". Refer to 1-CM, Exhibit 11 for proper entity codes.

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3 Problem Situations Occurring This Year (Continued)

B

Updating ALL Other Producer Records

County Offices shall do the following before rollover:

- update all other producer records
- update farm, tract, name and address, and reconstitution records
- enter basic application/contract data even though the information is not complete or the case involves an appeal or request for relief.

Reminder: Errors or omissions in these records can stop the payment process. After rollover, producer data cannot be created, deleted, or updated for 2000 and prior years.

4 Farm Crop Rollover

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Adding Farms

County Offices shall add 2000 farms and all applicable producers to the farms **before** doing 2003 farm records rollover. Doing this will ensure the farm's and producer's eligibility for future programs.

Example: A producer came into the County Office in 2002 to apply for 1999 QLP-AP. The application was taken but could not be loaded into the system because the producer was not added to the 1999 farm **before** doing 2002 farm records rollover. During 2002 farm records rollover, the option to add a producer to a 1999 farm was removed; therefore, the County Office could not add the producer to the 1999 farm.

5 County Office Action

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Action Required

County Offices shall ensure that any required updates to subsidiary file records are immediately performed.

Important: County Offices must allow for turn around time, because some changes take upload and download processing. To ensure that corrections are done before the rollover starts, it is suggested that **all** corrections are sent before September 22, 2002. Upload and download processing will not stop; however, any corrections after this date are not guaranteed to be done before rollover.
